

**UNIFORM APPLICATION FORM
FOR PROPOSED NEW MEXICO PUBLIC FACILITY PROJECTS**

(Please type or print)

SECTION A. CERTIFICATION AND CONTACT INFORMATION

To the best of my knowledge and belief, the information provided in this application
and in the attached documents is true and correct.

Name:

Title:

Authorized Representative Signature:

Date:

CONTACT INFORMATION:

Contact Person or Authority:

Phone Number or Contact Information:

Professional Engineer/Architect:

Phone Number or Contact Information:

SECTION B. SUMMARY INFORMATION

1. NAME OF ENTITY:
2. TYPE OF ENTITY:
3. TYPE OF PROJECT:
4. POPULATION SERVED BY PROJECT:
5. NUMBER OF HOUSEHOLDS SERVED BY PROJECT:
6. BRIEF PROJECT SUMMARY: (Refer to instructions on page 5)

SECTION C. FINANCIAL INFORMATION

1. ESTIMATED TOTAL PROJECT COST:
2. PROPOSED FUNDING SOURCES:
(List loans and grants from same funding source separately. Refer to the instructions on page 5)

Source	Type of Funds	Amount	Status of Commitment	Loan Rates and Terms

3. CURRENT DEBT

Year Issued	Purpose	Type of Bond/ Security	Amount	Maturity Date (mo/yr)	Debt Holder	Coverage Requirement	Avg. Annual Payment Amount	Outstanding Balance

4. MONTHLY USER RATES

Monthly residential water charge for 6,000 gallons
\$

Monthly commercial water charge for 6,000 gallons
\$

Monthly residential wastewater charge for 6,000 gallons
\$

Monthly commercial wastewater charge for 6,000 gallons
\$

SECTION D. CENSUS INFORMATION

The information in this section will be completed by the receiving agency using data supplied by the U.S. Bureau of the Census or from analysis done by the U.S. Department of Housing and Urban Development based on Census data.

SECTION E. UTILITY FINANCIAL STATEMENT – REVENUES & EXPENSES

WATER OR WASTEWATER UTILITY SYSTEM (complete system not just for proposed project)	Last Completed Year	Projected Current Year	Estimated 1st Full Year After Project Completion
Period Covered (i.e. 07/2000 - 06/2001)			
# of Residential Connections			
Total Residential Sales			
Total Residential Bills Collected			
# of Commercial Connections			
Total Commercial Sales			
Total Commercial Bills Collected			
Total other (including bulk) sales			
Total Residential, Commercial and Other Sales			
Other Operating Revenue Fees and Non-Operating Revenues (please specify on separate sheet)			
Total Operating Revenues			

OPERATING EXPENSES			
Labor			
Utilities			
Materials and Supplies			
Other Expenses and Non-Operating Expenses (please specify on separate sheet)			
Total Operating Expenses			

Total Income			
Total Expenses			
Positive (Negative) Cash Flow			
End of Last Completed Year			
Current Balance			

Instructions for Completing the Uniform Application Form

The following instructions are to be used in completing the Uniform Application Form for Public Facility Projects. When you complete this form, submit it to the ***DFA Local Government Division***. The Division will copy and send the form to other funding agencies including ***USDA Rural Development, NM Finance Authority, and NM Environment Department Construction Programs Bureau***. Forms submitted on paper will be faxed to the other agencies and forms submitted by e-mail will be forwarded in the same manner. The address for submittal to the ***DFA Local Government Division*** is listed on page 3 of the Guidebook for Infrastructure Financing in New Mexico. You will receive confirmation of receipt of the application from each funding agency within five working days.

Section A. Certification and Contact Information

The chief elected official or executive officer of the applicant must sign the application certifying that to the best of the official's knowledge and belief, the information provided in the application and the attached documents is true and correct. It is not necessary to submit a copy containing original signatures.

Primary Entity Contact Person

Provide the name, mailing address, business telephone and FAX number of the person within the community designated as the primary contact person for the project. This person should be knowledgeable about the project and be authorized to speak on behalf of the applicant regarding the application.

Project Engineer/Architect

If applicable and available, provide the name, mailing address, business telephone, FAX number, and email address.

Section B. Summary Information

1. ***Type of Entity***
Enter the type of entity.
2. ***Type of Project***
Enter the type of public facility project, e.g. water storage and distribution.
3. ***Population Served by Project***
Enter the number of people that will be served by the project.

4. *Number of Households Served by Project*

Enter the number of households to be served by the project.

5. *Brief Project Summary*

The project summary should briefly provide some historical information including: the age of the system; the date, type and cost of the last major improvements to the system; and whether there are any state administrative orders or other similar requirements to fix or modify the system. The project summary should also clearly state the specific problem(s) with the public facility and how the proposed project will solve the problem(s). The project summary should be brief and concise.

Section C. Financial Information

1. *Estimated Total Project Cost*

Enter the estimated total cost for the project as documented in the preliminary engineering report. This should include all eligible project costs including any costs necessary to administer and finance the project.

2. *Proposed Funding Sources*

Enter all sources of funds that you intend to use to finance the proposed project (e.g., federal and state funding programs, bank loans, bonds, cash reserves, etc.). Do not provide an amount that combines both the loan and grant. If both a loan and grant will be obtained from the same source, they must be listed separately. The sources of funds listed should equal the estimated total project cost. The following box provides state and federal funding program abbreviations that can be used when listing the proposed funding sources.

3. *Current Debt*

Enter the current debt obligations of the applicant. If the applicant is a water, wastewater, solid waste, or other "enterprise" type system, which relies on rates and charges for its financial support, only debt related to that system need be entered. If the applicant is a city, county, or district which relies on general taxing authority for its financial support, or is a not-for-profit organization, debt related to the general obligations of the city, county, district, or not-for-profit organization should be entered.

4. *Monthly User Rates*

These are the rates charged to customers adjusted to 6000 gallons per month.

Section D. Census Information

The information in this section will be completed by the receiving agency using data supplied by the U.S. Bureau of the Census or from analysis done by the U.S. Department of Housing and Urban Development based on Census data.

Section E. Utility Financial Statement – Revenues and Expenses

This information should refer to the water utility if that is the funding being solicited, or the wastewater utility if that is the type of project anticipated. The applicant or their engineer should supply the information on this Revenue/Expense worksheet. The last audited reports and/ or the approved budget are good sources of information for information required to fill out this section.

Total Operating Revenue and Expenses – These are actual revenues and expenses for the past, current and first year of the project and are not adjusted for 6000 gallons.

Please submit one original and two copies of each application.

Frequently Asked Questions

Here are some questions that are asked frequently concerning the infrastructure application, along with the response to those questions.

⇒ *What is meant by “type of entity?”*

The purpose of this question is to identify how the entity is organized under state law, e.g., a municipality, water and sanitation district, non-profit corporation, or mutual domestic water consumers association.

⇒ *When asked for the number of households served by project, does this mean the number of water connections or the number of actual residents?*

Number of households means the number of connections served by the system.

⇒ *Do we have to have an engineer on retainer or contracted in order to fill out the application?*

No, although it is recommended that the project cost estimate be prepared with engineering assistance to insure a realistic project cost.

⇒ *What is meant by “status of commitment” in the section for Proposed Funding Sources?*

You should indicate whether loans and/or grants have been closed, approved but not closed, or application pending in this section.

⇒ *In the section for Monthly User Rates, how should we fill out the information of our water/wastewater rates are not based on 6,000 gallons?*

Use your user charge schedule to calculate what a customer would pay for water and wastewater if they used 6,000 gallons of water in one month.

Remember, if you have a question, you can always call one of the agencies listed on page 15 of the *Guidebook for Infrastructure Financing in New Mexico* for assistance.